

**UNITED STATES DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
BISMARCK, ND**

November 15, 2002

SUBJECT: Hazardous Weather Policy

TO: All North Dakota Rural Development Employees

PURPOSE/INTENDED OUTCOME:

The purpose of this North Dakota Administrative Notice (AN) is to continue the dismissal and leave policy during hazardous weather conditions. The North Dakota state offices of Natural Resources Conservation Service (NRCS), Farm Service Agency (FSA) and Rural Development have a hazardous weather policy, which is consistent with the Secretary's goal to operate as one USDA, wherever possible.

COMPARISON WITH PREVIOUS AN:

This AN supercedes ND AN 1362 (2066-A), due to expire November 30, 2002.

IMPLEMENTATION/RESPONSIBILITIES:

The basic principle of this policy is, if the office is open, all employees are expected to report for work or be on approved leave.

We are aware this policy may affect employees who live in other towns/cities or rural areas where travel to and from work can be more hazardous than those who live nearer to the office location. These employees must determine whether or not to travel to work.

Foremost, we are concerned about the safety of employees; however, employees are also responsible for their own safety. Therefore, each employee must decide whether or not to report for duty. Directors and managers will be liberal in granting leave when hazardous weather exists; i.e., annual leave, leave without pay, credit hours, compensatory time, or a combination, thereof.

Employees who choose to leave work early, due to deteriorating weather conditions, will be charged any combination of annual leave, leave-without-pay, credit hours and/or compensatory time only from the time of their departure from work until the time of office closure. Administrative leave will be approved from the time of office closure until the end of the employee's tour of duty.

EXPIRATION DATE:
November 30, 2003

FILING INSTRUCTIONS:
Operational File 2066-A

When an employee is scheduled to work, but unable to travel to work due to weather conditions and the office ultimately closes that day, leave is to be charged until early dismissal time, and administrative leave thereafter. Employees scheduled to use leave shall be charged that leave, regardless of weather conditions.

Since many USDA offices are co-located, it is strongly recommended that there is a majority agreement among agencies to close.

Whenever possible, the Community Development Manager is to advise the Rural Development Manager before excusing any, or all, employees from duty, and the Rural Development Manager is to advise the State Director/Acting State Director.

Timekeepers should follow Payroll/Personnel Manual, Chapter 7, Time and Attendance Procedures, when coding T&A's for hazardous weather dismissal. The hours and identifying notation on the T&A worksheet are shown as Transaction Code 66 - Other, 'HW'.

/s/ Clare A. Carlson
CLARE A. CARLSON
State Director